



Syndicat des étudiant.e.s employé.e.s de l'Université d'Ottawa
Union of Student Workers at the University of Ottawa

UCU 303, 85 Université / University Private, Ottawa, ON, K1N 6N5
613.562.5345 • info@2626.ca • 2626.ca

Job Offer

Legal Support Coordinator ***Temporary and Full-time contract***

The Canadian Union of Public Employees (CUPE) 2626 represents the Teaching and Research Assistants, Markers, Tutors, Lab Monitors, Demonstrators, Proctors and Lifeguards at the University of Ottawa. Its 3000+ members support the education and research missions of the uOttawa community, and are the cornerstone of the quality of the experience for more than 40000 students.

CUPE 2626 is seeking a bilingual Legal Support Coordinator for a full-time (35 hours per week) temporary contract.

Under the supervision of the Union officers and in collaboration with union staff, the Legal Support Coordinator is generally occupied with coordinating the work of the Union's Grievance Committee. Most tasks are thus focused on handling grievances and informing Union members about their rights.

Responsibilities

- Coordinate grievances of CUPE 2626 members
- Prepare paperwork and strategies for grievance meetings
- Meet potential grievers
- Represent grievers in meetings with the employer
- Support the work of the chair of the bargaining committee
- Research industry standards (ex.: salary, benefits, leave, travel, job descriptions, wage relationships, labour legislation)

Main qualifications

Academic and technical skills

- University degree/College diploma in Labour Law, in Law, or equivalent experience
- Experience in the following areas: grievances, complaints management, labor relations, writing and presentation of research reports, requests for access to information, drafting contracts, etc.
- Written and oral communication skills in both English and French are essential

Personal and Social Skills

- Strong skills in the areas of communication, organisation and leadership (ex.: team management/work)
- Strong desire to help and willingness to listen and be empathetic towards the needs of others
- Reliability and discretion in handling confidential information



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- Strong critical thinking
- Ability to work independently and cooperatively within a team environment
- Initiative, good judgment and diplomacy
- Strong attention to detail
- Ability to work under pressure
- Knowledge of the role, objectives and activities of trade unions, as well as an understanding of and commitment to union principles
- Knowledge of issues related to the workers at the University of Ottawa
- Knowledge of the University of Ottawa campus and its various groups

Work conditions

- Full-time (35 hours per week), temporary (five months) contract
- Hourly wage: \$30.60/h
- Unionized position that includes other benefits as per the Collective Agreement
- Please note that CUPE 2626 is committed to the health and safety of its employees. Until we are able to return to work safely at the CUPE 2626 office space (Jock-Turcot University Centre, 85 University Private, Room 303, Ottawa, ON), we are prepared to work remotely.
- **Approximate start date: August 17, 2020**
- **Anticipated end date: January 29, 2021**
 - A two (2) week training period will take place at the beginning of employment. Please note that based on the availability of the employee leaving this position, such training will take place for a total of 40 hours (twenty 20 hours/week starting August 17th).

Application procedure

We ask applicants to send us the following documents **(in electronic format)**:

1. *Curriculum Vitae* (maximum 2 pages)
2. Cover letter describing how previous experiences and qualifications can contribute to the quality of labour relations in CUPE 2626 (maximum 2 pages).

Applicants must submit their application **no later than July 12, 2020 at 11:59 p.m.**, to the following email address: **application@2626.ca**.

Please indicate in the subject line the following: **JOB-LEGAL SUPPORT COORDINATOR**

Preference will be given to members and former members of CUPE 2626.

Thank you for your interest in CUPE 2626. We will only contact the candidates selected for an interview.

For more information about the union, please go to the link: www.2626.ca



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Employment Equity Statement

CUPE 2626 is committed to equity in its policies, practices, and programs, supports diversity in its work environments, and ensures that applications from members of underrepresented groups (ex.: gender, sexual orientation, religion, physical ability, culture, minority, etc.) are seriously considered.

All qualified individuals who would like to contribute to the further diversification of our Union community are encouraged to apply. Applicants are encouraged to self-identify as a member of these groups.